



**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

December 18, 2015

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-33

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Statewide Vendor Product Enhancement Approvals

The Office of State Uniform Payroll (OSUP) is responsible for the administration of the rules governing state employee payroll deductions. Products that are authorized through OSUP are for all state employees and all state agencies of the executive branch of state government as defined under R.S. 36:4. An **exception** to this is higher education facilities overseen by a Governing Board. The Governing Board has the authority to approve additional products or remove any product per the boards' established policies.

Per the payroll deduction rule, enhancements to policies occur when a vendor broadens an existing, solicited policy's benefits/coverage. The existing solicited policy will be replaced by the enhanced policy and will no longer be solicited. **Current policyholders may choose to keep the existing policy or convert to the enhanced policy**; however, new policyholders must purchase the enhanced policy.

The following enhancements have been approved for the October 1, 2015 deadline to be effective January 1, 2016:

1. American Family Life Assurance Company (AFLAC), non-flex eligible Accident Policy

Existing Policies	Enhanced Policy
A-35100-LA	A-36000-LA Series
A-35200-LA	

2. National Teachers Associates Life, non-flex eligible Accident policy

<b>Existing Policy</b>	<b>Enhanced Policy</b>
GRA-3003-LA (4/11)	GRA-3004-LA (1/15)

There will be no changes to the product descriptions or wage types in LaGov HCM as these are enhancements to specific policies under the existing product.

Vendors will advise employees of the enhanced policies by letter and/or during consultations. Agencies should refer employees to OSUP's "For State Employees", Statewide Vendor webpage at the following web address: [http://www.doa.la.gov/Pages/osup/Emp\\_SW\\_Vend\\_Products\\_January2016.aspx](http://www.doa.la.gov/Pages/osup/Emp_SW_Vend_Products_January2016.aspx) to obtain vendor contact information for applicable vendors. Employees may contact the vendor directly for any questions they may have in reference to the enhancement. No specific agency action is necessary for the enhancements to the non-flex policies.

Any other questions should be directed to a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

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APH/JAB:par

c: Lynette Deloch, OGB